

PROCEDURE

TRANSIT STORAGE

CAM 4.2

DATE: 11/16/00

**A. PURPOSE:**

The Material Management Transit Storage Program (TSP) is designed to provide "world class storage" for State and local government agencies. TSP is equipped to meet customer needs for short or long-term storage through competitive pricing, bar coded inventory for accuracy, free access to stored items, and a variety of detailed reports. A high security area is totally enclosed, alarmed, and video-monitored at no extra charge. The billing cycle is monthly and the funds are electronically transferred. Warehouses are logistically located in Sacramento and Fullerton, to serve customer needs statewide.

**B. DEFINITIONS:** See Glossary Section for definitions. Any definitions included here are for purposes of this procedure only.

1. **Accession** – Something added; increase of existing property.
2. **Records** – Papers, maps, exhibits, magnetic or paper tapes, microfilm photographic films or prints, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics. See CAM 4.9, Statewide Information and Records Management for further details.
3. **Stretch Wrap** – Heavy gauge plastic wrap on 12-18 inch rolls used to stabilize and contain pallet loads.
4. **Walk-In** – Transaction conducted at the Transit Storage facility as opposed to a faxed or mailed request.

**C. PROCEDURE:**

1. The regular hours of operation for Transit Storage are 8:00 a.m. to 5:00 p.m., Monday through Friday. Customer agencies have free access to materials stored with MMTS. In emergency situations arrangements can be made for visits after normal working hours. Transactional information must be received by Material Management Transit Storage (MMTS) staff 24 hours prior to accession or withdrawal activity and may be mailed or faxed.

2. When a state or local government agency decides to utilize the Transit Storage Program, they should contact MMTS staff first:

Material Management  
Transit Storage North  
1700W National Drive  
Sacramento, CA 95834  
(916) 928-5839  
(916) 928-5840 (Fax)

Material Management  
Transit Storage South  
701 Burning Tree Road  
Fullerton, CA 92833  
(714) 449-5900  
(714) 449-5918

Daily receiving and shipping hours are 8:00 a.m. - 3:00 p.m.

3. The following actions require the customer agency to complete a *Transit Storage Form, GSMS 56*, and submit it to MMTS: (See Appendix 1 for instructions on completing the GSMS 56 form. Note that the forms are available from MMTS staff.)
  - a. Placing item(s) in storage
  - b. Shipping item(s) from a Transit Storage facility to a location designated by the customer.
  - c. Preparing item(s) for customer pick-up (walk-in).

4. Once the GSMS 56 form is submitted to the MMTS staff with details of the action required;
  - a. A copy of the signed, completed GSMS-56 is provided to department.
  - b. An MMTS staff enters information from the GSMS 56 form into a computer program to track activity and generate accurate billing.
5. Each container and/or pallet received for storage by MMTS staff must have the following information clearly, legibly and visibly displayed:
  - a. Agency name
  - b. Agency billing code
  - c. Agency assigned control number
6. Pallet requirements:
  - a. All pallets will be stretch wrapped unless otherwise established.
  - b. All items on the pallets will be neatly and squarely stacked less than 58" cumulative height.
  - c. To facilitate movement and placement of material and to protect the customer's property, all items will be placed well within the perimeter of the pallet. Nothing can hang over the edge of the pallet.
  - d. All materials must be on 42" x 42" or 44" x 44" pallets, unless otherwise prearranged with Transit Storage personnel.
7. If a customer removes ALL materials from Transit Storage, shipping charges are paid by the customer agency. TS does not transport material.
8. Transit Storage Costs:
  - a. Material storage costs are 11 cents per cubic foot for most items
  - b. An "enclosed security area rate," of 12 to 15 cents per cubic foot will be negotiated on a case-by-case basis.
  - c. Storage vaults (measuring 7' X 5' X 8') cost \$30.80 monthly.
  - d. A flat pallet rental rate of \$6.50 each per month is offered on standard pallets (42" x 42") with a maximum of 40 cartons per pallet.
  - e. Minimum square footage available is 12'x 12', or 144 square feet for \$200.00 per month.
  - f. MMTS management must approve receipt of high-value or specialized items prior to shipment.
9. The TSP will NOT accept shipment of items classified as Hazardous Materials. Our facility is not a designated depository for these types of materials.

**NOTE: Records will NOT be accepted into Transit Storage; please contact the State Records Center for more information: [www.pd.dgs.ca.gov/materials/src.htm](http://www.pd.dgs.ca.gov/materials/src.htm)**  
**Department of General Services**  
**State Records Center**  
**(916) 445-3206**

#### **D. RESPONSIBILITIES:**

1. Customer agencies must complete and submit the GSMS Form 56 so that MMTS personnel receive it at least 24 hours prior to any activity.
2. TSP Warehouse Manager or Supervisor must pre-approve high-value or specialized items before being sent to Transit Storage.
3. All customer files are reviewed annually by MMTS staff, and customers are sent a courtesy reminder on materials that have been idle in storage for one year or more.

4. MMTS staff prepares a file for each agency, and copies of all transaction documentation are stored there. These files are reviewed annually and closed files are sent to storage.

Please visit our Transit Storage web site at [www.pd.dgs.ca.gov/transit/default.htm](http://www.pd.dgs.ca.gov/transit/default.htm).

**E. APPENDICES:**

1. [Appendix 1 – Instructions for GSMS 56](#)
2. [Appendix 2 – GSMS 56 Form](#)

**F. AUTHORITY AND REFERENCES:**

1. Statutory: N/A
2. Administrative: N/A
3. Procedural: None

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